

JOB TITLE: Middle School 9 Month Intern
DEPARTMENT: Student Ministries
REPORT TO: Associate Director of Student Ministries
DATE REVISED: July 22nd 2026
CLASSIFICATION: Part-time, 15 hours

POSITION PURPOSE:

- ❖ The Student Ministries Intern is responsible for assisting the Student Ministries team in the discipleship of students, consistent with the mission of the church, through building community, leading activities and following up with student/leader relationships.

LEARNING OBJECTIVE AND PLAN

- ❖ Develop practical skills in ministry planning, teaching, and collaboration across multiple ministries and age groups within a large church setting
- ❖ Gaining hands-on experience in the day-to-day operations of a large church student ministry.
- ❖ Assists in the planning and logistical details for our summer middle school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ❖ Assists in the planning and logistical details of Wednesday night program and games
- ❖ Schedule volunteer leaders and students to provide support during Wednesday youth group in the areas of sound, games, set up, clean up, etc.
- ❖ Help oversee the scheduling of Middle School curriculum and speakers
- ❖ Collaborate with the Student Ministries Coordinator to strategically disciple Middle School students through planning events and outings for students and leaders
- ❖ Assist in the planning and execution of Middle School Fall Retreat and Marshal Mission Trip
- ❖ Plan, communicate, and execute Middle School Christmas Party
- ❖ Attend weekly Student Ministries' staff meeting
- ❖ Assist CPSM team with other tasks as needs arise

JOB SPECIFICATIONS:

- ❖ Active member of ChangePoint
- ❖ Highly relational and able to interact with a wide range of personalities
- ❖ Biblically, theologically and doctrinally literate and able to communicate beliefs

OTHER RESPONSIBILITIES:

- ❖ Performs responsibilities in accordance with the ChangePoint Employee Handbook
- ❖ Participates in Staff and Student Ministries team meetings